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ABSTRACT

This resource guide for the cooperative industrial education teacher provides a competency listing, expected student learning outcomes, and cross-referenced instructional materials by competencies for cooperative industrial education. The first section discusses 1991 revisions to the Missouri cooperative industrial education general related core curriculum. The processes of revalidation of core competencies and revisions in the core curriculum are outlined in this section. The competency listing divides the competencies into these areas: career research and planning; technology awareness; employment orientation; human relations; job application and interview; leadership development; economic concepts of private enterprise; occupational communication (oral and written); occupational mathematical computations; occupational safety; and individualized instruction. Other contents include the expected student learning outcomes based on the general related core curriculum for cooperative industrial education; a suggested curriculum model for cooperative industrial education, listing primary focus (core competencies) and secondary focus (occupational specific items) for each week in the school year; and a list of cross-referenced instructional materials based on the general related core curriculum for cooperative industrial education. (YLB)

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# GENERAL RELATED CORE CURRICULM FOR COOPERATIVE INDUSTRIAL EDUCATION

## Cooperative Industrial Education Teacher's Resource Guide

## Competency Listing
## Expected Student Learning Outcomes
## and
## Cross-Referenced Instructional Materials by Competencies

**Missouri Department of Elementary and Secondary Education**
**Division of Vocational and Adult Education**
**Marketing & Cooperative Education Section**

**University of Missouri-Columbia**
**Department of Practical Arts and Vocational-Technical Education**
**Marketing Education Program**

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# COMPETENCY PROFILE DEVELOPMENT FOR THE GENERAL RELATED CORE CURRICULUM FOR COOPERATIVE INDUSTRIAL EDUCATIONAL PROGRAMS

**Project Number: 91-133-110-7(B)**

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# 1991 REVISIONS TO THE MISSOURI COOPERATIVE INDUSTRIAL EDUCATION GENERAL RELATED CORE CURRICULUM

The Marketing and Cooperative Education section of the Division of Vocational and Adult Education, through a funded project with the Marketing Education program at the University of Missouri-Columbia, established a minimum core curriculum for "Cooperative Industrial Education (CIE)" as part of the Vocational Instructional Management System (VIMS) implementation in 1984. These were the minimum general related core competencies that should be utilized in all CIE programs on the secondary level.

In order to insure that the secondary programs of CIE are providing up-to-date instruction, the general related core competencies were revalidated by CIE teacher-coordinators and appropriate revisions and/or modifications made in the general related core competencies of the curriculum during the 1990-91 academic year.

**Revalidation Process**

The following activities were undertaken as part of the revalidation process:

1. Each CIE teacher-coordinator teaching a course in management completed a survey instrument utilizing a five-point likert scale for each core competency. The likert scale ranged from "very critical" to "not critical" for the assessment of each core competency in the current curriculum. In addition, each CIE teacher-coordinator was asked to add any additional competencies which they deemed "critical" to the curriculum. CIE teacher-coordinators were also asked to indicate the title of instructional resources that were utilized within the program.

2. Upon completion of the data gathering from the survey, the data was tabulated and presented at the Fall, 1990 Cooperative Industrial Education In-Service Meeting for their review. Utilizing the data provided, CIE teacher-coordinators made revisions and/or modifications to the core competencies.

3. Following the revisions and/or modifications made by the CIE teacher-coordinators, a second survey instrument was developed for assessment of the core competencies.

4. Upon completion of the second survey, two focus groups were established around the state. The purpose of the focus groups were to review the "revised" core curriculum, solicit information concerning instructional resources for the purpose of cross-referencing, and to sort the competencies into topical headings under each major duty band.

5. Once the "revised" core competencies were determined, the project staff "cross-referenced" the core competencies with selected textbooks and resource materials. In addition, expected student learning outcomes were developed for major subdivisions of the core curriculum for Cooperative Industrial Education.

6. Selected Cooperative Industrial Education teacher-coordinators conducted a final review of all materials for accuracy and useability and established the "revised" general related core curriculum.

**Revisions in the Core Curriculum**

The following revisions were made in the CIE General Related Core Curriculum:

1. The "duty bands" of Income Management, Insurance, Legal Responsibilities, Social Security, and Tax Responsibilities were deleted.

2. The "duty band" of Computer Awareness was retitled Technology Awareness and a new "duty band" entitled Individualized Instruction with appropriate competencies, was added.

3. Many of the competencies within the general related core curriculum were reworded and/or modified to provide greater depth in the teaching of the competencies and to reflect current trade and industry standards. In many instances, competencies were dropped from the listing, but the intent of the content of the competency was included within another competency.

4. Competency numbering schemes were maintained in order to assist those instructors utilizing computerized record keeping and to maintain cross listing of test questions, performance assessment techniques, and Instructional Management Plans provided to marketing instructors as part of the implementation of the Vocational Instructional Management System process.

## COOPERATIVE INDUSTRIAL EDUCATION
## GENERAL RELATED CORE CURRICULUM

### CAREER RESEARCH AND PLANNING

A001 Select a tentative career objective within an industry
A002 Develop a personal career profile
A003 Develop tentative short-range, mid-range, and long-range career decisions within an industry.

### TECHNOLOGY AWARENESS

B001 Identify basic operations of a computer
B002 Recognize basic software packages such as word processing, data-base management systems, and electronic spreadsheets--as they relate to industry

### EMPLOYMENT ORIENTATION

C001 Demonstrate self discipline, including regular and punctual attendance and dependability within the work place
C002 Demonstrate a willingness to learn as it applies to the work place
C003 Demonstrate the ability to work with or without supervision
C004 Illustrate the organization, supervision, rules, policies, and procedures are important to the success of a business
C005 Determine what is needed to accomplish work assignments
C006 Adjust to unanticipated situations in the work place by applying established rules and regulations

### HUMAN RELATIONS

D001 Illustrate the major parts of a person's lifestyle
D002 Demonstrate how aptitude and ability can impact a person's success in an industry
D003 Identify problems within industry, evaluate possible solutions, and reach a logical decision to handle the problem
D004 Demonstrate the ability to offer and accept criticism constructively
D005 Demonstrate respect for the opinions, customs, and individual differences of others
D006 Interact in a socially appropriate manner

## JOB APPLICATION AND INTERVIEW

E001 Develop a letter of application and a personal resume for a position within an industry
E002 Complete an application for employment as utilized in an industry
E003 Meet the standards of dress and grooming for an employment interview within an industry
E004 Describe appropriate personal hygiene for an employment interview and a position within an industry
E005 Demonstrate a positive attitude toward oneself, work, and price in accomplishment during an employment interview
E006 Complete a thank-you letter for an employment interview

## LEADERSHIP DEVELOPMENT

F001 Demonstrate how positive leadership characteristics can assist an individual within an industry
F002 Demonstrate the ability to set goals and allocate time to achieve them
F003 Demonstrate the capacity to accept responsibilities
F004 Explain the responsibilities of citizenship
F005 Participate in group and committee discussions to reach group consensus

## ECONOMIC CONCEPTS OF PRIVATE ENTERPRISE

G001 Interpret the effects, advantages, and disadvantages of the open shop versus the closed shop
G002 Describe the way in which the government is involved in our economy
G003 Delineate the difference between different economic systems
G004 Describe the circular flow of economic activity
G005 Cite the characteristics of the free enterprise economic system
G006 Describe the roles of industry and labor in the creating wealth, maintaining employment, and raising the standard of living

## OCCUPATIONAL COMMUNICATION (ORAL AND WRITTEN)

H001: Identify the primary communications skills.
H002: Illustrate listening strategies that improve understanding and performance on the job.
H003: Describe the advantages a written message may have over a spoken one.
H004: Read and understand written communications in industry.
H005: Compare and contrast different forms of written business communication as utilized in industry.
H006: Comprehend and give oral instructions in a business like manner as related to the work place.
H007: Demonstrate proper business like methods of placing/receiving telephone calls and recording telephone messages.

## OCCUPATIONAL MATHEMATICAL COMPUTATIONS

I001: Compute addition, subtraction, multiplication, and division problems as related to an industry.
I002: Compute addition, subtraction, multiplication, and division of decimal number problems as related to an industry.
I003: Interpret quantitative information from tables, charts, and graphs as it relates to an industry.
I004: Compute ratios and percentages, as related to industry.
I005: Calculate distance, weight, area, volume, and/or time problems as related to an industry.
I006: Determine costs, time, or resources needed to complete a task within an industry.
I007: Compute costs and make change as it applies to an industry.

## OCCUPATIONAL SAFETY

J001: Describe actions that various agencies take to prevent accidents on the job.
J002: Illustrate how accidents on the job can be caused through human error.
J003: Identify potentially hazardous situations and apply appropriate solutions.

## INDIVIDUALIZED INSTRUCTION

K001: Analyze technical and related information required of an industry.
K002: Apply specific technical and related information to supervised employment within an industry.
K003: Demonstrate appropriate job knowledge and skills in supervised employment within an industry.

# EXPECTED STUDENT LEARNING OUTCOMES BASED ON THE GENERAL RELATED CORE CURRICULUM FOR COOPERATIVE INDUSTRIAL EDUCATION

The student will be able to:

## CAREER RESEARCH AND PLANNING

identify a career objective and career profile within industry.

## TECHNOLOGY AWARENESS

identify computer operations within industry.

## EMPLOYMENT ORIENTATION

develop positive industry work-traits.
recognize the importance of rules and regulations within industry.

## HUMAN RELATIONS

recognize the components of lifestyle as it relates to industry.
relate aptitude and ability to industry success.
develop effective human relations skills for industry.

## JOB APPLICATION AND INTERVIEW

complete an employment interview for a position in industry.

## LEADERSHIP DEVELOPMENT

develop leadership skills for industry.
recognize citizenship responsibilities as related to a position in industry.

## ECONOMIC CONCEPTS OF PRIVATE ENTERPRISE

identify the components of the free enterprise system.
identify the role of labor and industry in a free enterprise system.

## OCCUPATIONAL COMMUNICATIONS (ORAL AND WRITTEN)

use oral communication skills within the industry.
use written communication skills within the industry.

## OCCUPATIONAL MATHEMATICAL COMPUTATIONS

calculate work-related mathematical situations.

## OCCUPATIONAL SAFETY

analyze industry-related safety operations.

## INDIVIDUALIZED INSTRUCTION

analyze and apply industry-related information.

## SUGGESTED CURRICULUM MODEL FOR COOPERATIVE INDUSTRIAL EDUCATION

| | PRIMARY FOCUS: CORE COMPETENCIES | SECONDARY FOCUS: OCCUPATIONAL SPECIFIC |
|---|---|---|
| **September** | | |
| WEEK 1 | Orientation to CIE, cooperative education components, and VICA | Determination of specific occupational curriculum to be developed for individualized instruction for each student in the CIE program. |
| 2 | INDIVIDUALIZED INSTRUCTION: Analyze and apply industry-related information (K001, K002, K003) | INDIVIDUALIZED STUDY GUIDES FOR EACH STUDENT |
| 3 | CAREER RESEARCH AND PLANNING: Identify a career objective and career profile within industry (A001, A002, A003) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| 4 | EMPLOYMENT ORIENTATION: Develop positive industry work traits (C001, C002, C003, C005) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| **October** | | |
| WEEK 5 | EMPLOYMENT ORIENTATION (continued) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| 6 | EMPLOYMENT ORIENTATION: Recognize the importance of rules and regulations within industry (C004, C006) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| 7 | HUMAN RELATIONS: Recognize the components of lifestyle as it relates to an industry (D001) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| 8 | HUMAN RELATIONS: Relate aptitude and ability to industry success (D002) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| **November** | | |
| WEEK 9 | HUMAN RELATIONS: Develop effective human relations skills for industry (D003, D004, D005, D006) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |

| | PRIMARY FOCUS: CORE COMPETENCIES | SECONDARY FOCUS: OCCUPATIONAL SPECIFIC |
|---|---|---|
| 10 | HUMAN RELATIONS (continued) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| 11 | LEADERSHIP DEVELOPMENT: Develop leadership skills for industry (F001, F002, F003, F005) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| 12 | LEADERSHIP DEVELOPMENT: Recognize citizenship responsibilities as related to a position in industry (F004) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| **December** | | |
| WEEK 13 | OCCUPATIONAL MATHEMATICAL COMPUTATIONS: Calculate industry related mathematical situations (I001, I002, I003, I004, I005 I006, I007) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| 14 | OCCUPATIONAL MATHEMATICAL COMPUTATIONS (continued) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| 15 | OCCUPATIONAL MATHEMATICAL COMPUTATIONS (continued) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| **January** | | |
| WEEK 16 | TECHNOLOGY AWARENESS: Identify computer operations within industry (B001, B002) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| 17 | TECHNOLOGY AWARENESS (continued) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| 18 | ECONOMIC CONCEPTS OF PRIVATE ENTERPRISE: Identify the components of the free enterprise system (G001, G002, G003, G004, G005) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| END OF FALL SEMESTER | | |
| **February** | | |
| WEEK 19 | ECONOMIC CONCEPTS OF PRIVATE ENTERPRISE (continued) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |

| | | PRIMARY FOCUS: CORE COMPETENCIES | SECONDARY FOCUS: OCCUPATIONAL SPECIFIC |
|---|---|---|---|
| | 20 | ECONOMIC CONCEPTS OF PRIVATE ENTERPRISE: Identify the role of labor and industry in a free enterprise system (G006) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| | 21 | OCCUPATIONAL COMMUNICATIONS: Utilize oral communication skills within industry (H001, H002, H006, H007) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 22 | OCCUPATIONAL COMMUNICATIONS (continued) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| **March** | | | |
| WEEK | 23 | OCCUPATIONAL COMMUNICATIONS: Utilize written communication skills within industry (H003, H004, H005) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 24 | OCCUPATIONAL COMMUNICATIONS (continued) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| | 25 | OCCUPATIONAL SAFETY: Analyze industry-related safety operations (J001, J002, J003) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 26 | OCCUPATIONAL SAFETY (continued) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |
| **April** | | | |
| WEEK | 27 | JOB APPLICATION AND INTERVIEW: Complete an employment interview for a position within industry (E001, E002, E003, E004, E005, E006) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 28 | JOB APPLICATION AND INTERVIEW (continued) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 29 | | |
| | 30 | JOB APPLICATION AND INTERVIEW (continued) | INSTRUCTIONAL MANAGEMENT PLAN ACTIVITY |

| | | PRIMARY FOCUS: CORE COMPETENCIES | SECONDARY FOCUS: OCCUPATIONAL SPECIFIC |
|---|---|---|---|
| **May** | | | |
| WEEK | 31 | JOB APPLICATION AND INTERVIEW (continued) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 32 | JOB APPLICATION AND INTERVIEW (continued) | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 33 | Review of General Related core competencies | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 34 | Review of General Related core competencies | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| **June** | | | |
| WEEK | 35 | Mastery test over General Related core competencies | INDIVIDUALIZED STUDY GUIDE FOR EACH STUDENT |
| | 36 | | |

END OF SPRING SEMESTER

## CROSS-REFERENCED INSTRUCTIONAL MATERIALS BASED ON THE GENERAL RELATED CORE CURRICULUM FOR COOPERATIVE INDUSTRIAL EDUCATION

### Career Research and Planning

Expected Student Learning Outcome: IDENTIFY A CAREER OBJECTIVE AND CAREER PROFILE WITHIN INDUSTRY.

(Resources: World of Work-Chap. 4; Working-Chap. 12, 13, 14)

A001: Select a tentative career objective within an industry.
A002: Develop a personal career file.
A003: Develop tentative short-range, mid-range, and long-range career decisions within an industry.

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### Technology Awareness

Expected Student Learning Outcome: IDENTIFY COMPUTER OPERATIONS WITHIN INDUSTRY.

(Resources: World of Work-Chap. 12; Working-Chap. 19)

B001: Identify basic operations of a computer
B002: Recognize basic software packages, such as word processing, data-base management systems, and electronic spreadsheets, as they relate to industry.

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### Employment Orientation

Expected Student Learning Outcomes: DEVELOP POSITIVE INDUSTRY WORK-TRAITS.

(Resources: World of Work-Chap. 6 & 8; Working-Chap. 6)

C001: Demonstrate self-discipline, including regular and punctual attendance and dependability within the work place.
C002: Demonstrate a willingness to learn as it applies to the work place.
C003: Demonstrate the ability to work with or without supervision.
C005: Determine what is needed to accomplish work assignments.

Expected Student Learning Outcomes: RECOGNIZE THE IMPORTANCE OF RULES AND REGULATIONS WITHIN INDUSTRY.

(Resources: Working-Chap. 6)

C004: Illustrate that organization, supervision, rules, policies, and procedures are important to the success of a business.

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**Human Relations**

Expected Student Learning Outcomes: RECOGNIZE THE COMPONENTS OF LIFESTYLE AS IT RELATES TO INDUSTRY.

(Resources: World of Work-Chap. 1)

D001: Illustrate the major parts of a person's lifestyle.

Expected Student Learning Outcomes: RELATE APTITUDE AND ABILITY TO INDUSTRY SUCCESS.

(Resources: World of Work-Chap. 2; Working-Chap. 13)

D002: Demonstrate how aptitude and ability can impact a person's success in an industry.

Expected Student Learning Outcomes: DEVELOP EFFECTIVE HUMAN RELATIONS SKILLS FOR INDUSTRY.

(Resources: World of Work-Chap. 6; Working-Chap. 9)

D003: Identify problems within industry, evaluate possible solutions, and reach a logical decision to handle the problem.
D005: Demonstrate the ability to offer and accept criticism constructively.
D006: Demonstrate respect for the opinions, customs, and individual differences of others.
D007: Interact in a socially appropriate manner.

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**Job Application and Interview**

Expected Student Learning Outcomes: COMPLETE AN EMPLOYMENT INTERVIEW FOR A POSITION IN INDUSTRY.

(Resources: World of Work-Chap. 5; Working-Chap. 4 & 11)

E001: Develop a letter of application and personal resume for a position within an industry.
E002: Complete an application for employment as utilized in an industry.
E003: Meet the standards of dress and grooming for an employment interview within an industry.
E004: Describe appropriate hygiene for an employment interview and a position within an industry.
E005: Demonstrate a positive attitude toward oneself, work, and pride in accomplishment during an employment interview.
E006: Complete a thank-you letter for an employment interview.

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**Leadership Development**

Expected Student Learning Outcomes: DEVELOP LEADERSHIP SKILLS FOR INDUSTRY.

(Resources: World of Work-Chap. 4, 6, 15; Working-Chap. 9)

F001: Demonstrate how positive leadership characteristics can assist an individual within an industry.
F002: Demonstrate the ability to set goals and allocate time to achieve them.
F003: Demonstrate the capacity to accept responsibilities.
F005: Participate in group and committee discussions to reach group consensus.

Expected Student Learning Outcomes: RECOGNIZE CITIZENSHIP RESPONSIBILITIES AS RELATED TO A POSITION IN INDUSTRY.

(Resources: Working-Chap. 31)

F004: Explain the responsibilities of citizenship.

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**Economic Concepts of Private Enterprise**

Expected Student Learning Outcomes: IDENTIFY THE COMPONENTS OF THE FREE ENTERPRISE SYSTEM.

(Resources: World of Work-Chap. 13; Working-Chap. 21)

G001: Interpret the effects, advantages, and disadvantages of the open shop versus the closed shop.
G002: Describe the way in which the government is involved in our economy.
G003: Delineate the differences between different economic systems.
G004: Describe the circular flow of economic activity.
G005: Cite the characteristics of the free enterprise economic system.

Expected Student Learning Outcomes: IDENTIFY THE ROLE OF LABOR AND INDUSTRY IN A FREE ENTERPRISE SYSTEM.

(Resources: World of Work-Chap. 13; Working-Chap. 21)

G006: Describe the roles of industry and labor in the creating of wealth, maintaining employment, and raising the standard of living.

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**Occupational Communications (Oral and Written)**

Expected Student Learning Outcomes: UTILIZE ORAL COMMUNICATION SKILLS WITHIN INDUSTRY.

(Resources: World of Work-Chap. 10; Working-Chap. 15)

H001: Identify the primary communications skills.
H002: Illustrate listening strategies that improve understanding and performance on the job.
H006: Comprehend and give oral instructions in a business like manner as related to the work place.
H007: Demonstrate proper business like methods of placing/receiving telephone calls and recording telephone messages.

Expected Student Learning Outcomes: UTILIZE WRITTEN COMMUNICATION SKILLS WITHIN INDUSTRY.

(Resources: World of Work-Chap. 10; Working-Chap. 15)

H003: Describe the advantages a written message may have over a spoken one.
H004: Read and understand written communications in industry.
H005: Compare and contrast different forms of written business communication as utilized in industry.

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**Occupational Mathematical Computations**

Expected Student Learning Outcomes: CALCULATE INDUSTRY-RELATED MATHEMATICAL SITUATIONS.

(Resources: World of Work-Chap. 11; Working-Chap. 16)

I001: Compute addition, subtraction, multiplication, and division problems as related to an industry.
I002: Compute addition, subtraction, multiplication, and division of decimal number problems as related to an industry.
I003: Interpret quantitative information from tables, charts, and graphs as it relates to an industry.
I004: Compute ratios and percentages, as related to industry.
I005: Calculate distance, weight, area, volume, and/or time problems as related to an industry.
I006: Determine costs, time, or resources needed to complete a task within an industry.
I007: Compute costs and make change as it applies to an industry.

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## Occupational Safety

Expected Student Learning Outcomes: ANALYZE INDUSTRY-RELATED SAFETY OPERATIONS.

(Resources: World of Work-Chap. 9; Working-Chap. 17)

J001: Describe actions that various agencies take to prevent accidents on the job.
J002: Illustrate how accidents on the job can be caused through human error.
J003: Identify potentially hazardous situations and apply appropriate solutions.

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## Individualized Instruction

Expected Student Learning Outcomes: ANALYZE AND APPLY INDUSTRY-RELATED INFORMATION.

(Resources: Working-Chap. 14)

K001: Analyze technical and related information required of an industry.
K002: Apply specific technical and related information to supervised employment within an industry.
K003: Demonstrate appropriate job knowledge and skills in supervised employment within an industry.

## SUGGESTED RESOURCE LIST

SUCCEEDING IN THE WORLD OF WORK by Grady Kimbrell and Ben S. Vineyard, Bennett & McKnight, 1986.

WORKING SKILLS FOR A NEW AGE by Larry J. Bailey, Delmar Publishing Inc., 1990.